**[TC Process 2.2 TC Formation](https://www.oasis-open.org/policies-guidelines/tc-process%22%20%5Cl%20%22formation): Draft Proposal for a New OASIS Technical Committee (Template)**

**Template Document Overview (2014-11-22–rcc)**

This template document supports the drafting of content for an OASIS new TC proposal as presented in the OASIS TC Process, [Section 2.2](https://www.oasis-open.org/policies-guidelines/tc-process#formation). It includes all the required sections for a proposal, together with verbatim instructions from TC Process, additional comments (commentary and guidance from Staff), and a placeholder for draft content to be inserted by a potential TC convener, co-proposer, or other party acting as author or editor of the new TC proposal.

# Draft Content: A workspace for TC co-proposers to author and edit a new TC proposal

## Section 1: TC Charter [[Instructions]](#tcCharter)

### (1)(a) TC Name [[Instructions]](#tcName)

XLIFF Object Model and Other Serializations (XLIFF OMOS) Technical Committee

### (1)(b) Statement of Purpose [[Instructions]](#statementOfPurpose)

This committee’s high level purpose is to further advance standards based payload and metadata interoperability in the Globalization, Internationalization, Localization and Translation (GILT) industries. This TC will be describing and defining standard serialization independent interchange objects based predominantly on state of the art and legacy XML standards that have been successfully used in the GILT industries ever since inception of XML. Defining specific serializations, transaction models, standard interfaces and web services based on the defined objects and object models is also in scope as far as it facilitates the high level purpose set out here.

### (1)(c) Scope [[Instructions]](#scope)

The following items belong to the Scope of Work and are expected to be refined as the TC gains additional insights into evolving GILT industry use cases. Members will gather insights and requirements from consultations with the wider community of industry stakeholders, annual Symposia, questionnaires, etc. and use these insights to produce concrete technical deliverables.

In particular, in case that XLIFF TC identifies the need for a major new version of the XLIFF standard and starts moving away from the XLIFF 2 family of standards, this TC will work in concert with those developments and develop a serialization independent Object Model for the major new version, non-XML serializations etc. exactly as it now works on these items for the XLIFF 2 family of standards, TMX etc.

1. Define and maintain a serialization independent Object Model for the XLIFF 2 family of standards that is being developed by the OASIS XLIFF TC.
2. Define and maintain non-XML serializations of the said XLIFF Object Model, prominently a JSON serialization, but also any other serializations that could not be developed by the XLIFF TC for scope restriction reasons, as industry needs arise.
3. Define specific standard Application Interfaces (API) and abstract service architectures for various XLIFF serializations and other related standards (such as TMX, TBX, ITS, SRX etc.) and their various serializations used in concert for GILT payload and metadata interchange.
4. Host and maintain TMX 1.4b, develop and maintain any successor versions of the TMX standard including its serialization independent Object Model and various serializations as the need arises.
5. Define and describe lossless or nearly lossless mappings between XLIFF and related GILT standards, define those mappings in an abstract way and for specific serializations as the need arises.
6. Define and describe informative best practices and abstract services architecture recommendations with regards to usage of the XLIFF 2 family of standards and related standards including but not limited to current and successor versions of TMX, TBX, SRX, ITS and other related standards used for data and metadata interchange in the GILT industries.

### (1)(d) Deliverables [[Instructions]](#deliverables)

The following are high priority technical deliverables that should be developed and published in the OASIS standards track within 24 months from TC initiation:

1. Serialization independent Object Model for the XLIFF 2 family of standards
2. JSON serialization of XLIFF 2.1

Work on the following may start during the work on the above high priority deliverables or later on given the general sense of urgency for those within the GILT industries

1. Republishing of TMX 1.4b under OASIS IPR
2. Major new version of TMX, compatible with XLIFF 2 family of standards

### (1)(e) IPR Mode [[Instructions]](#iprMode)

Non-Assertion [XOR RF on RAND]

### (1)(f) Audience [[Instructions]](#audience)

The expected audience for the work of the XLIFF OMOS TC includes but is not limited to:

* Multilingual content and software architects and strategists, multilingual content publishers
* GILT services architects and developers
* Content owners and managers that seek to publish their content in multiple localized versions
* Software providers for internationalization, localization, and translation tools and processes
* Technical communicators employing localization tools and processes for multilingual publishing of their content
* Localization service providers who need to interact seamlessly with localizable and localized content of their customers

### (1)(g) Language [[Instructions]](#tcLanguage)

English (US spelling)

(Optional References for Section 1) [Instructions]

## Section 2: Additional Information [Instructions]

(2)(a) Identification of Similar Work [Instructions]

This TC is intended as the “sister” committee to OASIS XLIFF TC. The Scope of Work of this TC is designed so that it complements the Scope of Work of the XLIFF TC that could not work on this TC’s work items because of legacy scope restrictions. Strong and close liaison will be maintained with XLIFF TC, membership is expected to overlap to large extent.

Other related standards, standards bodies and groups are currently the following:

W3C ITS 2.0 and the W3C ITS Interest Group

ULI TC at Unicode Consortium, their contributions to CLDR (for instance natural languages segmentation behavior), hosting and maintenance work on SRX, word counting and match similarity related standards and best practices

ISO TC 37 TBX and LTAC work on TBX

This TC is also ready to receive Localization related work items from the disbanded ETSI ISG LIS, as long as those fall under XLIFF OMOS Scope of Work and were not transferred to other more closely related standardization body or group

Other standardization work items at other groups may arise that are relevant for this TC’s Scope of Work.

This TC will also strive to work in concert with other OASIS committees, prominently CMIS, UBL, DITA and DocBook

(2)(b) First TC Meeting [Instructions]

TBD, ideally before Xmas 2015 [08 December 2015]

(2)(c) Ongoing Meeting Schedule [Instructions]

The ongoing meetings will be held on 2nd and 4th Tuesdays each month, at 4pm GMT (Western European time with or w/o DST depending on the season). The meetings will be initially sponsored by Trinity College Dublin (ADAPT). TC members can agree to skip a regular Tuesday meeting from time to time if quorum will not likely be achieved due to holiday seasons, or a majority of voters otherwise unavailable.

(2)(d) TC Proposers [Instructions]

David Filip, filipd@tcd.ie, Trinity College Dublin (ADAPT)
Dave Lewis, dave.lewis@cs.tcd.ie, Trinity College Dublin (ADAPT)

Yves Savourel, , ENLASO

Patrik Mazánek, pmazanek@sdl.com, SDL
Lucian Podereu, lpodereu@sdl.com, SDL

Bryan Schnabel, , Individual

Felix Sasaki, , Individual

Lucía Morado, , University of Geneva

Sorous Saadatfar, , LRC

(2)(e) Primary Representatives' Support [Instructions]

I, Dave Lewis, dave.lewis@cs.tcd.ie, as OASIS primary representative for Trinity College Dublin (ADAPT), confirm our support for this proposed Charter and endorse our participants listed above as named co-proposers."

I, [Name-of-Primary-Representative, Personal-Email-Address], as OASIS primary representative for [OASIS-Organizational-Member-Name], confirm our support for this proposed Charter and endorse our participants listed above as named co-proposers.

(2)(f) TC Convener [Instructions]

David Filip, filipd@tcd.ie, Trinity College Dublin (ADAPT)

(2)(g) OASIS Member Section [Instructions]

Decision to be deferred.

(2)(h) Anticipated Contributions [Instructions]

TMX 1.4b from ETSI

Multilingual Content Management Architecture Best Practice from Intel and Trinity (ADAPT)

(2)(i) FAQ Document [Instructions]

TBD

(2)(j) Work Product Titles and Acronyms [Instructions]

TBD

# Instructions for Creating a New TC Proposal

[**TC Process Description for New Formation**](https://www.oasis-open.org/policies-guidelines/tc-process#formation-proposal): [Introduction to Section 2.2] Any group of at least Minimum Membership shall be authorized to begin a TC by submitting to the OASIS TC Administrator, with a copy to those listed in 2(d) and 2(e) below, the following items, written in English and provided in electronic form as plain text. No information other than these items may be included in the proposal. All items must be provided in any subsequent revision of the proposal, and must be submitted in the same manner as the original submission. Any documents referenced in the proposal shall be publicly available.

OASIS Staff Comments:

1. In this context, “at least Minimum Membership” means at least five Eligible Persons who have registered with OASIS using the Kavi membership tools. Specifically, in the case of a TC about to be formed, [minimum](https://www.oasis-open.org/policies-guidelines/tc-process#dMinMembership) means five *Eligible Persons*, where **at least two** [OASIS Organizational Members](https://www.oasis-open.org/policies-guidelines/tc-process#dOrgMember) must be represented (versus OASIS [Individual](https://www.oasis-open.org/policies-guidelines/tc-process#dIndividualMember) Members). "[Eligible Person](https://www.oasis-open.org/policies-guidelines/tc-process#dEligiblePerson)" means one of a class of individuals that includes: (a) OASIS Individual Members, (b) employees or designees of OASIS Organizational Members, and (c) such other persons as may be designated by the OASIS Board of Directors
2. The “OASIS TC Administrator” may be reached via email at  tc-admin@oasis-open.org
3. The requirement “All items…in the same manner as the original submission” means that when a TC proposal revision is made within the 28 days following the initial submission of the proposal to the OASIS TC Administrator, the proposal text in its entirety (complete, all sections and information items) should be sent to TC Admin and to all the parties listed in (2)(d) and (2)(e); see below and in the [TC Process](https://www.oasis-open.org/policies-guidelines/tc-process#formation-commentResolution) “the proposer group may amend their submission at any time until the 28th day after the submission.”
4. The TC Process requires that the formal submission of the TC proposal be made in “plain text”. In practice, this is done by sending the proposal text in plain text format via email as the message body. However, it is acceptable to use word-processor format for drafting the TC proposal initially (OASIS Staff can assist in conversion to “plain text” before submission).

# Section 1: Charter [[Back to Draft Content]](#tcCharterDraft)

[TC Process Description](https://www.oasis-open.org/policies-guidelines/tc-process#formation-charter): (1) The Charter of the TC, which includes only the following items:

Comment: It is important for co-proposers to understand what the TC *Charter* is, in contrast to the new TC full *proposal*. The Charter itself, when final, will be published on a TC public home page (example: <https://www.oasis-open.org/committees/mqtt/charter.php>), while the full proposal, presented in the [Call for Participation](https://lists.oasis-open.org/archives/tc-announce/201302/msg00003.html), will not be. Formally, the new TC proposal includes all seventeen (17) information items in Section 1 and Section 2, and possibly an adjunct FAQ document per (2)(i). The Charter includes exactly seven (7) information items (1)(a) – (1)(g), while the additional information in Section 2 (not the “Charter”) includes ten (10) information items: (2)(a) – (2)(j). The full TC proposal is also called the *submission* in the TC Process document.

## (1)(a) TC Name [[Back to Draft Content]](#tcNameDraft)

[TC Process Description](https://www.oasis-open.org/policies-guidelines/tc-process#formation-tcName): (1)(a) The name of the TC, such name not to have been previously used for an OASIS TC and not to include any trademarks or service marks not owned by OASIS. The proposed TC name is subject to TC Administrator approval and may not include any misleading or inappropriate names. The proposed name must specify any acronyms or abbreviations of the name that shall be used to refer to the TC

OASIS Staff Comments:

1. The co-proposers may defer selection of a TC name until items (1)(b) – (1)(d) [purpose, scope, deliverables] are completed in initial draft proposals: at that point it will be easier to select a name for the TC that best expresses the purpose of the TC.
2. The formal TC name needs to include the initial word “OASIS” and terminal “TC”; example: OASIS Key Management Interoperability Protocol (KMIP) TC. The name of the TC must NOT include the words “Standard” or “Standards”, e.g., since “standard” is an official term/attribute signifying the level of approval of a particular Work Product.
3. The total length of the name, including initial “OASIS” and terminal “TC” must not exceed 100 characters (this is a constraint imposed by our Kavi collaboration tool).
4. While the TC process makes selection of a TC abbreviation optional (“must specify *any* acronyms or abbreviations…”), we have learned in practice that an acronym/abbreviation is needed in the Charter to provide an authoritative source for the official acronym. If the Charter does not include the TC acronym, various entities (trade press, non-TC members) will later make up their own acronyms/abbreviations at will, creating confusion for the user community and usability problems for the TC members.
5. The TC acronym/abbreviation should *not* incorporate the word “OASIS”, and it should not include final characters “TC”. Examples of acronym/abbreviation: "BIAS" and "BCM" respectively in the full TC names for "OASIS Biometric Identity Assurance Services (BIAS) Integration TC" and "OASIS Business-Centric Methodology (BCM) TC".
6. The TC acronym/abbreviation should use all upper-case, and not include camel-case spelling (e.g., not iBam or eXOM) because the assigned TC-shortName used in the TC’s URIs must be all lower case, and ideally would match the TC acronym/abbreviation via simple upper-case to lower-case transform.

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## (1)(b) Statement of Purpose [[Back to Draft Content]](#statementOfPurposeDraft)

 [TC Process Description](https://www.oasis-open.org/policies-guidelines/tc-process#formation-purpose): (1)(b) A statement of purpose, including a definition of the problem to be solved.

OASIS Staff Comments: This section (with possible structure in subsections), should describe the problems and challenges in the subject domain, describing how such problems might be solved or ameliorated through new standardization of technology or policy. The problem statement should differentiate between features that are in the sphere of technology versus those in the domain of policy and (possible) regulation.

## (1)(c) Scope [[Back to Draft Content]](#scopeDraft)

[TC Process Description](https://www.oasis-open.org/policies-guidelines/tc-process#formation-scope): (1)(c) The scope of the work of the TC, which must be germane to the mission of OASIS, and which includes a definition of what is and what is not the work of the TC, and how it can be determined when the work of the TC has been completed. The scope may reference a specific contribution of existing work as a starting point, but other contributions may be made by TC Members on or after the first meeting of the TC. Such other contributions shall be considered by the TC Members on an equal basis to improve the original starting point contribution.

OASIS Staff Comments:

1. The “scope of work” section is supposed to identify the topic (“what”, not “how”) and its boundaries, including what IS and what IS NOT under consideration for standardization, and any initial contributions envisioned by the co-proposers.
2. Any technical details about the use or non-use of particular formalisms (modeling languages, serialization protocols, architectural styles) are typically not properly the subject of “scope”, though they could be specified, if known in advance, for any given technical deliverable.
3. It is quite acceptable to omit any references to particular frameworks, architectural styles, modeling languages, particular schema languages, serialization formalisms, etc.
4. It is also advisable to be very sparing in the mention of anything declared to be "out of scope", since the process for expanding a TC's scope later in its lifecycle requires a new charter ("[rechartering](https://www.oasis-open.org/policies-guidelines/tc-process%22%20%5Cl%20%22rechartering)") and other formal steps that can add significant work for the TC. It is preferable to assert: "Topic-X and Topic-Y will not be considered for the first phase of technical work, but may be considered at a later time."
5. Another way to add flexibility for future activity is to indicate that the TC will remain open to the contribution of additional use cases and requirements throughout TC lifecycle, and to corresponding in-scope new deliverables matching those new use cases, subject to TC member evaluation and resolution. Assert something in the scope statement like: “the first order of business in this specification development initiative will be to wrestle with the topic, broadly considered, to better understand the actual problems in technology and policy. Based upon agreement of the challenges for which standardization is a desired element in the solution set, requirements and use cases will be written to set out the particular goals for standardization. Then, a revised list of deliverables meeting the goals and requirements will be drafted, and design/development of implementation or architectural specifications will commence.

##  (1)(d) Deliverables [[Back to Draft Content]](#deliverablesDraft)

[TC Process Description](https://www.oasis-open.org/policies-guidelines/tc-process#formation-deliverables): (1)(d) A list of deliverables, with projected completion dates.

OASIS Staff Comments:

1. A “[deliverable](https://www.oasis-open.org/policies-guidelines/tc-process#dOASISdeliverable)” is a single, discrete Work Product with a unique name and single [Version number](http://docs.oasis-open.org/specGuidelines/ndr/namingDirectives.html#Version); it has a lifecycle independent of any other Work Product, produced through a succession of working drafts, public reviews, and [approval levels](https://www.oasis-open.org/policies-guidelines/tc-process#standApprovProcess). A deliverable may be a requirements specification, implementation specification, best practices document, profile, or any similar genre covering technology or society (public policy). It may be developed in the "Standards Track" or "Non-Standards Track", and may have a single prose part or multiple independently titled prose parts ([multi-part](https://www.oasis-open.org/policies-guidelines/tc-process#quality-multiPart)).
2. An initial TC proposal may identify named “deliverables” with brief descriptions if the co-proposers feel confident about the particular Work Products they wish to develop first. However, it is not necessary to define all the deliverables in the initial proposal: the TC’s deliverable list can be modified later by subtraction/addition or re-factoring, so long as new deliverables are "in scope”.
3. Some Charters refer to [maintenance activity](https://www.oasis-open.org/policies-guidelines/tc-process#maintenanceActivity), but this should be omitted (as premature unless) the TC proposers are adamantly opposed to the TC’s creation of major new versions of the deliverables. Boilerplate language for maintenance mode is sometimes used by OASIS TCs as a means of bringing closure to significant TC activity on a specification by prohibiting work that adds features or enhancements in a Version 2.0 or higher. While such strategy may be appropriate and ideal for some (larger) companies wishing to control budgets or control specification enhancement (via “charter-lockdown”), it may not be ideal in the typical case for a TC in which a Version 2.0 is not viewed as anathema. See also the OASIS IPR Policy: [Maintenance Activity](https://www.oasis-open.org/policies-guidelines/ipr#def-maintenance-activity) and [Final Maintenance Deliverable](https://www.oasis-open.org/policies-guidelines/ipr#def-final-maintenance-deliverable).
4. Once the TC proposers agree to the named deliverables, a projected completion date needs to be assigned for each one, but such dates are just provisional, as a best guess.

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## (1)(e) IPR Mode [[Back to Draft Content]](#iprModeDraft)

[TC Process Description](https://www.oasis-open.org/policies-guidelines/tc-process#formation-iprMode): (1)(e) Specification of the IPR Mode under which the TC will operate.

OASIS Staff Comments:

1. The TC proposal needs to make selection of an “IPR Mode” from among four options, as presented in the OASIS Intellectual Property Rights (IPR) Policy, [Section 10. LICENSING REQUIREMENTS](https://www.oasis-open.org/policies-guidelines/ipr#licensing_req). See the OASIS ["Intellectual Property Rights (IPR) Policy FAQ"](https://www.oasis-open.org/policies-guidelines/ipr/faq#1b) document for a summary explanation of the IPR Modes.
2. TC co-proposers are at liberty to select any one of the four IPR modes which best suits the business models and other preferences of the anticipated user community (specification adopters/implementers). Consideration should be given to the terms of the [Non-Assertion Mode](https://www.oasis-open.org/policies-guidelines/ipr#s10.3) as articulated in Section 10.3 of the IPR Policy because in some contexts, open source software licensing models may be most compatible with the Non-Assertion Mode. Many TCs will select the [RF on Limited Terms](https://www.oasis-open.org/policies-guidelines/ipr#s10.2.3) mode if no special considerations warrant RAND; see the RAND patent licensing options in [RAND Mode](https://www.oasis-open.org/policies-guidelines/ipr#s10.1) and [RF on RAND Mode](https://www.oasis-open.org/policies-guidelines/ipr#s10.2.2). OASIS Staff member [Jamie Clark](https://www.oasis-open.org/people/staff/james-bryce-clark) can advise on the particulars for choice of IPR Mode.

## (1)(f) Audience [[Back to Draft Content]](#audienceDraft)

[TC Process Description](https://www.oasis-open.org/policies-guidelines/tc-process#formation-audience): (1)(f) The anticipated audience or users of the work.

OASIS Staff Comments: This section can identify parties who are likely candidates for participation in the development of the TC’s Work Product(s)) and the classes of users who would likely be developers of corresponding software, and end users of the supporting software.

## (1)(g) Language [[Back to Draft Content]](#tcLanguageDraft)

[TC Process Description](https://www.oasis-open.org/policies-guidelines/tc-process#formation-language): (1)(g) The language in which the TC shall conduct business.

OASIS Staff Comments:

1. Designation of a language in this information item applies to the TC as a whole. Sometimes OASIS TCs create Subcommittees to work in a language other than the language selected for the plenary TC (e.g., using another language for phone meetings, email messages, draft documents, etc).

## [References for Section 1]

 [TC Proposers sometimes wish to provide hyperlinks to online resources for assets identified in (1)(a) – (1)(g). If several resources need to be listed, they can be presented in this final subsection “References”. See comment “d)” in (2)(a) below as well.

# Section 2: Additional Information

[TC Process Description](https://www.oasis-open.org/policies-guidelines/tc-process#formation-nonNormativeInfo): (2) Non-normative information regarding the startup of the TC, which includes:

## (2)(a) [Identification of Similar Work](https://www.oasis-open.org/policies-guidelines/tc-process#formation-similarWork)

 (2)(a) Identification of similar or applicable work that is being done in other OASIS TCs or by other organizations, why there is a need for another effort in this area and how this proposed TC will be different, and what level of liaison will be pursued with these other organizations.

OASIS Staff Comments:

1. This information item on “similar or applicable” is required, and while it’s said to be non-normative, it is extremely important to the process of developing a clear and compelling TC Charter. Reviewers and potential participants want to know why this particular TC is needed (in view of other standards and standardization efforts) and what similar work exists. Information in this section demonstrates the proposers’ awareness of the global context (current standards ecosystem), provides justification for additional standards work, indicates how the new work is to be differentiated from other standardization efforts, and concretely identifies other working groups or industry initiatives for which [TC Liaison relationships](https://www.oasis-open.org/policies-guidelines/liaison#tcliaison) might be expected or desired.
2. Failure to provide relevant information in Section (2)(a) can be detrimental to a TC’s technical agenda and specification adoption because it signals that the proposers are unaware of the field of play, or that they wish to avoid broad-based accountability in the global SSO/SDO arena.
3. Identification of “similar” technical work completed or in-process within other organizations (industry trade groups, consortia, SSOs, SDOs) is important: such identification will provide a basis for forming TC liaison relationships, and will demonstrate that OASIS is knowledgeable about parallel standardization efforts.

## (2)(b) [First TC Meeting](https://www.oasis-open.org/policies-guidelines/tc-process#formation-firstMeeting)

 (2)(b) The date, time, and location of the first meeting, whether it will be held in person or by telephone, and who will sponsor this first meeting. The first meeting of a TC shall occur no less than 30 days after the announcement of its formation in the case of a meeting held exclusively by telephone or other electronic means, and no less than 45 days after the announcement of its formation in the case of a meeting held face-to-face (whether or not a telephone bridge is also available).

OASIS Staff Comments:

1. The “date, time, [and location]” need to be declared as a specific calendar “date” and “time”, including YYYY, MM, DD, and timezone. During proposal drafting, the first meeting date and time may not be known: that is OK. For the final proposal text, it is not sufficient to say “TBD” or to use equivalent date/time expression that is approximate, contingent, or inexact.
2. For clarification: the *announcement* in "after the announcement of its [the new TC's] formation" is NOT the date on which the TC proposal is initially [announced for comment](https://www.oasis-open.org/policies-guidelines/tc-process#formation-proposalEvalComment); it is the date on which the [Call for Participation is issued/announced](https://www.oasis-open.org/policies-guidelines/tc-process#formation-CallForParticipation) (to be not later than the 30th day after the original submission of the proposal for comment)
3. Guidelines for the first TC meeting (scheduling, announcement, meeting type, participation rules, etc.) are provided in TC Process Section 2.3 [First Meeting of a TC](https://www.oasis-open.org/policies-guidelines/tc-process%22%20%5Cl%20%22firstMeeting).
4. OASIS staff can assist co-proposers with scheduling of the first TC meetings. In particular, if the co-proposers wish to schedule the first meeting of a TC in conjunction with some specific community event, staff can help plan backwards to find the date by which a final proposal must be submitted.

## (2)(c) [Ongoing Meeting Schedule](https://www.oasis-open.org/policies-guidelines/tc-process#formation-meetingSchedule)

 (2)(c) The projected ongoing meeting schedule for the year following the formation of the TC, or until the projected date of the final deliverable, whichever comes first, and who will be expected to sponsor these meetings.

OASIS Staff Comments:

1. In this context, “the final deliverable” refers to the TC’s completion/publication of the last of a series of projected deliverables, where TCs are required to maintain a current/updated list of anticipated deliverables and delivery dates on the TC web site (different than *Final Deliverable* in [Standards Final Deliverable](https://www.oasis-open.org/policies-guidelines/tc-process#dOASISstdsFinal) and [Non-Standards Final Deliverable](https://www.oasis-open.org/policies-guidelines/tc-process#dNonStdsFinal)).
2. Note that some named entity must be provided to identify “who will be expected to sponsor the meetings” for the first year, *viz.*, provide for a phone bridge and (optionally) Web-based meeting collaboration tool. Initial designation of a (corporate) entity as the one “who will be expected to sponsor…” is not meant literally to obligate the party for one full year, but to get the TC started in its initial meetings, possibly rotating responsibility for meeting support.

## (2)(d) [TC Proposers](https://www.oasis-open.org/policies-guidelines/tc-process#formation-supporters)

 (2)(d) The names, electronic mail addresses, and membership affiliations of at least Minimum Membership who support this proposal and are committed to the Charter and projected meeting schedule.

OASIS Staff Comments:

1. In this context, “at least Minimum Membership” means at least five Eligible Persons who have registered with OASIS using the Kavi membership tools. Specifically, in the case of a TC about to be formed, [minimum](https://www.oasis-open.org/policies-guidelines/tc-process#dMinMembership) means five *Eligible Persons*, where **at least two** [OASIS Organizational Members](https://www.oasis-open.org/policies-guidelines/tc-process#dOrgMember) must be represented (versus OASIS [Individual](https://www.oasis-open.org/policies-guidelines/tc-process#dIndividualMember) Members). "[Eligible Person](https://www.oasis-open.org/policies-guidelines/tc-process#dEligiblePerson)" means one of a class of individuals that includes: (a) OASIS Individual Members, (b) employees or designees of OASIS Organizational Members, and (c) such other persons as may be designated by the OASIS Board of Directors.
2. For the “projected meeting schedule”, see Section (2)(c) above: “Ongoing Meeting Schedule”.

## (2)(e) [Primary Representatives' Support](https://www.oasis-open.org/policies-guidelines/tc-process#formation-primaryRepSupport)

 (2)(e) For each OASIS Organizational Member listed in (2)(d), the name, electronic mail address, membership affiliation, and statement of support for the proposed Charter from the Primary Representative.

OASIS Staff Comments:

1. The “Primary Representative” for an OASIS Organizational Member is the person designated by the organization to be "responsible for overall participation, e.g. joining and renewing, Committee representation, etc., and for evangelizing the work of OASIS within your organization to ensure your participation meets your strategic needs." See the description of [official contact roles](https://www.oasis-open.org/org/faq#membership9) for details. The Primary Representative is by default (unless specified otherwise), the organization's Voting Contact, Admin Contact, and Billing Contact.
2. OASIS Staff can assist with constructing appropriate language for a “statement of support”, which can be simple. Example: "I, [Name-of-Primary-Representative, Personal-Email-Address], as OASIS primary representative for [OASIS-Organizational-Member-Name], confirm our support for this proposed Charter and endorse our participants listed above as named co-proposers."

## (2)(f) [TC Convenor](https://www.oasis-open.org/policies-guidelines/tc-process#formation-convener)

 (2)(f) The name of the Convener who must be an Eligible Person.

OASIS Staff Comment: The name, company affiliation, company URI, and convener email address should be provided. [TBD formatted example ]

## (2)(g) [OASIS Member Section](https://www.oasis-open.org/policies-guidelines/tc-process#formation-memberSection)

 (2)(g) The name of the Member Section with which the TC intends to affiliate, if any.

OASIS Staff Comment: TC proposers should understand that a Technical Committee can affiliate with **at most one** [OASIS Member Section](https://www.oasis-open.org/member-sections). It may be in the best interest of the TC proposers to defer consideration of a decision about Member Section affiliation until the technical work is underway, when all TC members have clearer understanding about the pros and cons of such affiliation.

## (2)(h) [Anticipated Contributions](https://www.oasis-open.org/policies-guidelines/tc-process#formation-contributions)

 (2)(h) Optionally, a list of contributions of existing technical work that the proposers anticipate will be made to this TC.

OASIS Staff Comment: If the TC co-proposers or others are intending to contribute existing technical work to the TC (*e.g.*, a draft specification or requirements document), every effort should be made to ensure that these documents are made publicly available at the time of the proposal submission. Per TC Process Section 2.2: "Any documents referenced in the proposal shall be publicly available." Potential TC participants, including additional co-proposers, may wish to examine the input documents (“existing technical work”) envisioned for contribution.

## (2)(i) [FAQ Document](https://www.oasis-open.org/policies-guidelines/tc-process#formation-FAQ)

 (2)(i) Optionally, a draft Frequently Asked Questions (FAQ) document regarding the planned scope of the TC, for posting on the TC's website.

 OASIS Staff Comment: The proposers may indicate here whether a FAQ document is being prepared for release in conjunction with the proposal announcement/review, or in conjunction with the Call for Participation. OASIS TC Admin will assist with the publication of the FAQ document at the appropriate time. Naturally, the FAQ document may also be produced and updated after a TC launches.

## (2)(j) [Work Product Titles and Acronyms](https://www.oasis-open.org/policies-guidelines/tc-process#formation-specTitle)

 (2)(j) Optionally, a proposed working title and acronym for the Work Products to be developed by the TC.

OASIS Staff Comment: If provisional Work Product titles are known, list them here, with any acronyms. However, it’s better not to provide titles unless there’s a high degree of certainty, because if spec names are published, they may be referenced in commentary/trade-press from non-OASIS sources, incorrectly, and create confusion later on.

**Extra Stuff: Notes and cribbings of co-proposers, reviewers… content to be deleted**

Usage: this section may be used by anyone (co-proposer, editor, reviewer) for random notes germane to the TC proposal being drafted in Section 1 and Section 2 above. Use any content, any format, any style you wish… it’s just a placeholder designed for freeform content.

**[your content (optional draft material) goes here]**